PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/10/22	Prepared by	Prabhakar	Serial no.	9110
Supplier name	Sun agency			HO inward no.	
Firm/Company	SSIIP	Project	SHIIP	HO received date	
PO/WO date	22/9/22	PO/WO No.	92183	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	276	22/9/22	41,192/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	41,192/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	112200	Proof of delivery matches MRN	☑ Yes ☐ No

Amount B –Other Credits : Transportation charges	600/-
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	41,192/-
Amount E – PO / WO value:	40,592/-
Amount F – Difference (A – E):	600/-
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Part received
Close PO / WO	☑ Yes ☐ No – wait for balance material ☐ Other
Payment – due date	16/10/22
Remarks:	Transportation charges Extra

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED			
Date		6/10/22 06 OCT 2022 P. PRABHAKAR MANAGER PURCHASE			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

SUN AGENCY

Cell : 9912769501
9394753918

Authorised Wholesale Stockist : Dr. Fixit, Roff, Mykarment Consturction Chemicals

A Division of Pidilite Industries Ltd. (FEVICOL)

H.No. 21-91, Shop No. 2, Street No. 10, Uttam Nagar, Malkajgiri,
Hyderabad - 500047. E-mail : sunagencyhyd@gmail.com, sunagencyhyd@yahoo.co.in

To, M/s. GST No. 36ACQFS2044C1Z7
Summit Sales L.L.P
M.G. Road Secundrabad

No. 276 TS10UC 1237
Po. ~~[illegible]~~
Date 22/9/22 - 92183

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	ROFF RBR	4002 1100	5ltrs	10	1325	13250.00
2	Cera Adhisive (Anchorset)		1 Kg	5	330	1650.00
3	ROFF vetro elix	3824 5090	20Kg	30	650	19,500.00
						34,400.00
					9% SGST:	3096.00
					9% CGST:	3096.00
					IGST :	
(Rupees Forty one Thousand one hundred Ninety TWO Rupees only)					TOTAL	40,592.00
					Auto	600.00
GST NO. : 36AQCPM3317J1ZW						41,192.00

INWARD
Inward No: 18734 Dt: 22/9/22
MRN No: 12200 Dt:
Received By: Sign:
SUMMIT SALES LLP

1. Goods once sold will not be taken back
2. Payment should be made as per the terms, otherwise interest@24% per annum will be charged
3. Subject to Hyderabad Jurisdiction

Bank Details :
ICICI Bank
Secunderabad Branch
A.C. No. : 004805011715
IFSC Code : ICIC0000048

SUMMIT SALES LLP
INWARD
No: 9650
Date: 28/9/22
Sign:
R.R. DIST.

For **SUN AGENCY**

K.Phani

Authorised Signatory

Purchase Order

 22-09-2022 12:14:47 PM

92183
16.09.22 3:01:07

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Sun Agency Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc No**	92183	170220
	Doc Date	22-09-2022	
GSTIN 36AQCPM3317J1ZW	**Quote No**	NIL	
9394753918 9391787057	**Quote Date**	17-09-2022	
	SupplyType	Supply	

Kind Attn : D.J.Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	626900 - CHEM-Chemical - Adhesive set--Cera - - - Kgs	5.00	330.00	0.00	18.00	1,947.00
2	202200 - CHEM-Chemical - CC Bonding Agent--RBR Roff - 5Ltrs - Ltrs	10.00	1,325.00	0.00	18.00	15,635.00
3	660200 - CHEM-Chemical - Tiles Adhesive--Roff - 25Kgs - Bag	30.00	650.00	0.00	18.00	23,010.00
				Total Order Value . . .		**40,592.00**

Rupees : Fourty Thousand Five Hundred Ninty Two Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Stock Replenshing purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For *Summit Sales LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *Sun Agency*

Name :

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	17-09-22			
Site & Phase :	SHLLP	Time:	12:30			
Unit No./Block No.						
Supplier:		Req. No.	170220			
Material required before date:		ID No.	79914			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM6269-Chemical-Adhesive set--Cera --Kgs	5	4	5		
2	CHEM2022-Chemical-CC Bonding Agent--RBR Roff -5Ltrs-Ltrs 92183.	10	8	10		
3	CHEM6602-Chemical-Tiles Adhesive--Roff -25Kgs-Bag	30	24	30		
4	CHEM6251-Chemical-Tile grout cement based-Silk-MYK-1Kg-Kgs 92184.	70	35	70		
5	CHEM4119-Chemical-Tile grout cement based-White-MYK-1Kg-Kgs	70	62	70		
6						
7						
8						
9						
10						
Remarks:	for stock replanishing purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	P.Ramya					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
19 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

92022